

RESOLUTION NO. 2018-3

**A RESOLUTION OF THE VILLAGE COUNCIL OF THE
VILLAGE OF KEY BISCAYNE, FLORIDA,
AUTHORIZING THE VILLAGE MANAGER TO ISSUE A
WORK ORDER TO EAC CONSULTING, INC. FOR
ENGINEERING AND DESIGN SERVICES RELATING TO
THE K-8 SANITARY SEWER SYSTEM
INFRASTRUCTURE RELOCATION AND EXTENSION;
AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, the Village of Key Biscayne (“Village”) issued Request for Qualifications No. 2016-02-09 (“RFQ”) for continuing professional engineering services; and

WHEREAS, pursuant to the RFQ, the Village Council selected EAC Consulting, Inc. (“Consultant”) as one of the consultants to provide continuing professional engineering and design services and authorized the Village Manager to execute an agreement with Consultant; and

WHEREAS, Consultant has provided a proposal, attached as Exhibit “A,” (the “Proposal”) for engineering and design services relating to the K-8 Sanitary Sewer System Infrastructure Relocation and Extension (the “Project”); and

WHEREAS, the Village Council desires to authorize the Village Manager to issue a work order for the Project consistent with the proposal attached as Exhibit “A” and the professional services agreement entered into between the Village and Consultant; and

WHEREAS, the Village Council finds that this Resolution is in the best interest and welfare of the residents of the Village.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE
VILLAGE OF KEY BISCAYNE, FLORIDA, AS FOLLOWS:**

Section 1. Recitals Adopted. That each of the recitals stated above is hereby adopted and confirmed.


Section 2. **Authorization.** That the Village Manager is hereby authorized to issue a work order to Consultant for the Project that is consistent with the Proposal attached hereto as Exhibit "A" in an amount not to exceed \$32, 815.00.

Section 3. **Effective Date.** That this Resolution shall be effective immediately upon adoption.

PASSED and ADOPTED this 13th day of February, 2018.


MAYOR MAYRA PEÑA LINDSAY

ATTEST:


JENNIFER MEDINA, CMC
VILLAGE CLERK



APPROVED AS TO FORM AND LEGAL SUFFICIENCY


VILLAGE ATTORNEY

Exhibit “A”
CONSULTANT’S PROPOSAL



**WORK ORDER
NOTICE TO PROCEED**

February 14, 2018

TO: EAC Consulting Inc.
(CONSULTANT)

ADDRESS: 5959 Blue Lagoon Drive, Suite 410
Miami, FL 33126

PROJECT: K-8 Sanitary Sewer System Relocation and Extension Design

The Village of Key Biscayne (the "Village") is in receipt of your proposal dated January 18, 2018 for K-8 Sanitary Sewer System Relocation and Extension Design project. Please accept this letter as a Notice to Proceed with the work in accordance with the Scope of Services (Exhibit 'A'). Terms and Conditions shall be per the Continuing Services Agreement for Engineering Services.

By



John C. Gilbert, Village Manager

Cc: Project File



January 18, 2018

Jose G. Lopez, P.E.
jlopez@keybiscayne.fl.gov
Stormwater Utility & Sewer Representative
Village of Key Biscayne
88 West McIntyre Street, Suite 230
Key Biscayne, FL 33149

**Re: Village of Key Biscayne (VKB) – Implementation of Storm Water Master Plan (SWMP)
Tier 2 Improvements – K-8 Sanitary Sewer System Infrastructure Relocation and Extension
Design**

Dear Mr. Lopez:

EAC Consulting, Inc. (EAC), as part of the ongoing implementation of the Village's Storm Water Master Plan respectfully submits this engineering services fee proposal to undertake the engineering tasks required for the relocation and design of a new gravity sewer main extension for connection to the WASD maintained system along West McIntyre Street. These improvements are required to facilitate the installation of the new K-8 School Stormwater Pump Station currently planned in response to recommended Village-wide Storm water Management improvements that have resulted from the completed Storm water Master Plan.

Background

The K-8 School's current sanitary sewer disposal system comprises of a network of sanitary sewer extensions that convey wastewater from the school into the West McIntyre Street system. This system eventually discharges into the West End Pump Station for onward transmission into the County's collection & Transmission infrastructure. Originally, the school utilized a pressurized discharge system via a pump station facility located on the north frontage area of the school. Based on EAC's review of several as-built drawings on record at VKB's Public Works department, an understanding of the history and current connectivity of the K-8 school system (exiting the north end of the school) was derived.

As part of ongoing efforts geared towards the implementation of VKB's Stormwater Masterplan, a central location for the collection and disposal of stormwater runoff within the K-8 School Area of the Storm Water Master Plan (also described as "Area A" of the Storm Water Master Plan Implementation Report ((completed November 2015)). This Basin encompasses the area comprising of the K-8 school, Ridgewood Road from Westwood Road to 500 feet north of West McIntyre Street, Woodcrest Road from Westwood Road to West End Drive, Woodcrest Road from West McIntyre Street to 300 feet north of West McIntyre Street, Glenridge Road from Westwood Road to 300 feet north of West McIntyre Street, Fernwood Road from Westwood Road to 300 feet north of West McIntyre Street, Westwood Road from Ridgewood Road to Fernwood Road, West End Drive from Ridgewood Road to Glenridge Road, West End Drive from Glenridge Road to 250 feet East of Fernwood Road and West McIntyre Road from Ridgewood Road to 250 feet East of Fernwood Road) was determined as the vicinity of the original K-8 school pump station. The pump station was removed and wet well converted to a sanitary sewer maintenance access structure (MAS) during the conversion to a gravity sewer.

The approach considered by the Village is to utilize this MAS as a wet well for the new stormwater pump station (provided it satisfies the sizing needs established for installing a primary submersible pump equipment as well as an alternating pump). In addition, based on the limited area of the site, situating a new stormwater pump station facility would be impractical if the existing sanitary sewer infrastructure were to remain as is.

Specifically, the following As-built Drawings serve as the basis for scope of services outlined in this proposal:

1. *As-built No ES 8898-3 for Village of Key Biscayne PH-1 Zone 2/3 Sub Agreement No. 1015701 Sewer Collection System, dated 04-25-2013*
2. *As-built No ES 8898-8 for Village of Key Biscayne PH-1 Zone 2/3 Sub Agreement No. 1015701 Sewer Collection System, dated 04-25-2013*
3. *As-built No ES 8898-10 for Village of Key Biscayne PH-1 Zone 2/3 Sub Agreement No. 1015701 Sewer Collection System, dated 04-25-2013*
4. *As-built No ES 8898-17 for Village of Key Biscayne PH-1 Zone 2/3 Sub Agreement No. 1015701 Force Main System, dated 01-26-2010*
5. *As-built No ES 8898-18 for Village of Key Biscayne PH-1 Zone 2/3 Sub Agreement No. 1015701 Force Main System, dated 01-26-2010*

Scope of Services

Accordingly, the scope of would require the professional engineering services to plan, design and develop construction plans for the disconnection, relocation, redirection and new sanitary sewer extension that will convey the school's wastewater flows back into the West McIntyre street gravity sewer system.

Subtasks included as part of this task include:

- a. **Right of Way Surveying and Mapping** for the full frontage of the K-8 school frontage including the anticipated limits of sanitary sewerage infrastructure relocation and extension. The survey work includes the investigation and measuring of existing sanitary sewerage system invert elevation, horizontal / vertical location of those facilities as well as surrounding utilities in within and in close proximity. Please note that the survey work under this task would complement the effort undertaken as part of the K-8 Storm water Pump Station design survey services (and assumes that work would be authorized by VKB).

The topographic survey shall be performed in accordance with the Minimum Technical Standards in 5J-17 of the Administrative Code of Florida. All surveying services shall be performed under the direction of a Professional Surveyor and Mapper licensed in the State of Florida, in accordance with Chapter 472 of the Florida Statutes and 5J of the Florida Administrative Code (FAC). Completion of the work shall include acceptable performance and delivery of certified surveys, field survey notes, computations, and all other data and materials compiled and/or assembled as part of this project.

- b. **Geotechnical Investigations/Report** – Not Required. It is assumed that the Geotechnical Investigations and Testing performed under the K-8 Stormwater Pump Station design geotechnical investigations services would be authorized by VKB and would be adequate for this task as well.
- c. **Design & Construction Documents** - EAC will undertake requisite engineering services related to investigation, assessment of existing conditions, evaluation of proposed improvements and recommendations for the established design approach. Our services include a wide range of engineering tasks such as Site Assessments, Field Review of Existing Conditions, contacting all existing utility owners within the project limits and request for copies of as built information of their respective facilities located within the project limits.

EAC shall prepare all design calculations, plans, specifications, and other required deliverables for proposed improvements in accordance with RER requirements and FDEP regulations. The following infrastructure elements shall be designed as part of improvements to this priority area:

- Relocation and Redirection of the Sanitary Collection System by extending the system for wastewater gravity flow connection to the West McIntyre Street.
- Site Restoration (including driveway pavement) to accommodate the proposed improvements.

- Coordination with the K-8 school management to design the proposed work to mitigate impacts to the existing functionality of the system.
- Maintenance of Traffic Details for Construction Activities

EAC shall have in-house engineering professionals and construction specialists not directly involved in the design of the facilities perform constructability reviews. The reviews shall focus on the construction to be performed and the potential for modification of the designs to reduce project costs without affecting quality and intended performance, allocating risk and minimizing the potential for construction claims and schedule delays. Additional attention shall be paid to coordination of various trades and components to eliminate the potential for conflicts between conduits, boxes, equipment, and the like with clear instructions and dimensions included on the plans and in the specifications.

Deliverables:

The submittals generally shall include, but not be limited to, the following:

1. Cover Sheet and Drawing Index
2. General Notes, Abbreviations and Symbols
3. General Information Sheets, e.g. Surveys, Test Results, etc.
4. Design Calculations (corresponding to all Disciplines)
5. Construction Plans and Specifications
6. Construction Details
7. Engineer's Opinion of Probable Construction Cost

EAC shall make submittals at a 100% Phase Completion Level. The submittals shall be made to VKB in electronic and hard copies (4 sets, full size 24"x36" paper). Comments received for the 100% deliverable shall be responded to in writing and shall be incorporated for the Permit Package.

In addition, we will develop incorporate within the documents pertinent technical specifications that will guide the construction process.

Please note that our design services assume that no environmental impacts and permits are required.

- d. **Permitting and Jurisdictional Approvals** – EAC shall submit plans, design calculation reports, specifications and other design related documentation to appropriate jurisdictions for review approvals and permitting. These agencies include:

- Village of Key Biscayne Building Department
- Village of Key Biscayne Public Works Department
- Miami Dade County RER

Due to the nature of changing approval fees and permit processing costs, EAC's fees do not include any fees payable to the permitting/approval agencies.

- e. **Bid Package Compilation / Bid Assistance** - EAC will work with the Village to compile the bid documents. The bid documents include a complete package of drawings and Division 1 and Technical Construction Specifications signed and sealed by our team's Engineer of Record, appropriate bid forms and any other special bid conditions which may be mandated by the Village and/or agencies that have jurisdiction. Our Bid Assistance services will be limited to the following:
- Attendance at Pre-Bid Meeting
 - Respond to Bid Questions and Clarifications

- Prepare Necessary Addenda
- Attendance at Bid Opening
- Assist the Village with the Bid Evaluation
- Preparation of Bid Recommendation / Concurrence Memorandum
- Attendance at Council Approval Meeting

f. **Miscellaneous Tasks** – EAC shall perform the following miscellaneous tasks as part of this work / task order.

- Progress Meetings (4 Meetings)
- Jurisdictional Agencies Meetings

Schedule

Our preliminary schedule for completion is estimated as follows:

1. Surveying Pre-Design Tasks	NTP + 3 Weeks
2. Engineering Design and Construction Documents	NTP + 7 Weeks
3. Permitting and Approvals	NTP + 15 Weeks
4. Construction Procurement Phase (Bid & Award)	NTP + 20 Weeks
5. Council Approval and Award	TBD

Construction phase duration will be determined upon completion of design.

Anticipated Delivery and Milestones Schedule

1. Notice to Proceed	Jan 24, 2018
2. Surveying Pre-Design Tasks	Feb 16, 2018
3. Engineering Design and Construction Documents	Mar 16, 2018
4. Permitting and Approvals	May 11, 2018
5. Construction Procurement Phase (Bid & Award)	Jun 15, 2018
6. Council Approval and Award	TBD

Construction phase duration will be determined upon completion of design.

Compensation

Compensation for the varying tasks is on a lump sum basis that is based on the following breakdown and will be invoiced on a percentage basis in accordance with the completion at the time of billing.

1. Surveying & Mapping ¹	\$ 2,500.00
2. Geotechnical Engineering and Testing ¹	\$ 0.00
3. Engineering Analyses, Design and Construction Documents	\$ 21,500.00
4. Permitting and Approvals	\$ 4,060.00
5. Construction Procurement Phase (Bid & Award)	\$ 4,280.00

Sub-Total: \$ 32,340.00

Printing/Reimbursable(s): \$ 475.00

Total Compensation for this Work Order: **\$ 32,815.00**

¹ – Please note that the work under this task would complement the effort undertaken as part of the K-8 Storm water Pump Station design survey services (and assumes that work would be authorized by VKB).

It is our understanding the statement of work will be undertaken under a work order to be issued subject to the terms and conditions of the professional services agreement, dated June 5, 2015, entered into between the Village and EAC Consulting, Inc. We are ready begin working on this assignment. If the above fee proposal and the terms above are acceptable to you, please provide us with a Work Authorization / Work Order.

Please feel free to contact me if any clarifications are required. Thank you for the opportunity to be of service to the Village of Biscayne.

Sincerely,
EAC Consulting, Inc

A handwritten signature in black ink, appearing to read 'Michael Adeife', written over the company name.

Michael Adeife
Senior Vice President

c.c: File,
Tony Brown (VKB Public Works),
Ana Varona (VKB Public Works)
Huntley Higgins (EAC)
Evelyn Rodriguez (EAC)